

# Privacy statement concerning job application procedures at the University of Groningen

## 1. Introduction

The University of Groningen (UG) aims to take good care of your personal information. The UG is legally responsible in this respect and takes this responsibility seriously. This privacy statement explains how the UG processes your personal data and sets out your rights. The privacy statement is supplementary to the UG's General Privacy Statement ([link](#)). This privacy statement will prevail in the event of discrepancies between the documents.

## 2. Contact details of the responsible party

If you have any questions or requests concerning the processing of your personal data, please contact:

### University of Groningen

Postal address: P.O. Box 72 9700 AB Groningen

Email: [privacy@rug.nl](mailto:privacy@rug.nl)

All emails sent to this address will be read by the UG Data Protection Officer

## 3. Aims and principles of the processing of personal data

The UG will process your personal data when you apply for a job at the University. This is done for the following purposes:

1. To register and organize your participation in the procedure, for example in terms of inviting you to a job interview, providing you with further information, etc.
2. To assess your capability and suitability for the relevant position
3. To attract and retain talented staff.

The UG will process your personal data primarily on the basis of its legitimate interest to assess the capability and suitability of candidates before deciding whether or not to appoint them. In addition, the UG also has a legitimate interest in using job application details to draw up management reports on job application procedures and to monitor the quality of these procedures.

In some cases, the UG will request your permission for the processing of personal data, for example if your data are kept on file for longer than you may reasonably expect or if sensitive data is concerned.

## 4. Types of personal data being processed

For the purposes of the job application procedure, the UG will process the following personal data:

1. For all job application procedures:
  - **Personal details:** surname, given names, initials, titles, sex, date of birth, address, postcode, place of residence, country of residence, telephone numbers (work, home and/or mobile) and email address.

- **Registration number:** the number under which your application is registered with the UG. If you are already employed by the UG, your personnel number will be used for this.
- **Information in your CV and cover letter:** your CV and cover letter may contain additional personal data. Exactly which data are processed will depend on what you write in these documents – this may include personal details, work experience, prior degrees, etc.
- **Data obtained from referees:** the UG may obtain additional personal data about you from referees. Referees will only be approached with your prior permission.
- **Assessment details:** your application procedure may include an assessment. To this end, and only after having obtained your permission, we will forward your name, private email address and the job title of your desired position to an agency that administers assessments on behalf of the UG. During the assessment, information will be gathered about your cognitive and analytical skills and your personality in order to assess whether you possess the competence and expertise required for the position. The results of the assessment will only be shared with the UG after you have given the assessment agency permission for this.

2. For job application procedures in the recruitment of academic staff:

- **Data in the research proposal:** any personal data included in an applicant's research proposal will be processed in the context of the job application procedure. Which personal data this concerns will vary from case to case.

## 5. Recipients of your personal data

1. For all job application procedures:

The UG hires an external partner (processor), Tangram B.V. in Zeist, to implement the application procedure and to collect and monitor your personal data. The UG is responsible for making agreements with Tangram about the careful and legitimate processing of your personal data. A contract has been signed with Tangram which stipulates that Tangram must provide appropriate security measures to protect your personal data and must destroy the data once the agreed processing activities have been completed. In addition, Tangram may not forward the personal data to any third parties without the explicit written permission of the UG.

2. For job application procedures in the recruitment of academic staff:

An external expert will be involved in the processing of your application. This will be a staff member of another university and/or university medical centre who has expertise in the field of the position for which you are applying.

If you are applying for a position within a research project in which the UG collaborates with other parties, staff members of these parties will also have access to your personal data. In addition, they will assess your capability and suitability and be involved in the decision-making as to whether or not you are appointed.

In the above-mentioned cases, the UG will, at your request, provide additional information about the institutions with whom your personal data have been shared.

## 6. Storage times

The UG will not keep your personal data any longer than is necessary for the purposes described under point 3. In principle, the UG will store your data for a maximum of 4 weeks after the end of the application procedure. If you are indeed appointed, certain data will be recorded in your personnel file and stored for a longer period of time. We will provide you with further details upon your appointment.

The UG would like to store your data for a longer period of time in its own 'talent pool', so that it can actively contact you in relation to future job openings. However, this will only be done with your permission. The data in the talent pool will be stored for up to 1 year after the end of the last application procedure in which you participated.

At the end of the relevant storage period, your data will either be anonymized or deleted from the UG and Tangram systems. In addition, if your personal data have been forwarded to other parties within the framework of the procedure, the UG will instruct these parties to remove them.

## **7. Your rights**

You have various rights under privacy legislation. If you want to exercise your rights, please contact the UG at [privacy@rug.nl](mailto:privacy@rug.nl). Your request will be assessed and processed within one month of receipt. If your request deals with a complicated issue or if you submit many requests, this period may be extended to a maximum of three months. In order to be taken into consideration, it must first be established whether the request has been submitted by an authorized person and whether the request is legitimate. This is why you may be asked for your ID before the request is taken into consideration.

You have the right to ask the UG for an overview of the personal data concerning you which is collected, the processing of this data and the applicable storage periods. If you feel that your personal data are incorrect or if you no longer want your data to be processed, you can submit a request to change these data or to stop processing your personal data and to delete them. In certain cases, you are also entitled to a copy of your personal data in a usable format. If you have given permission for the processing of your data, you also have the right to revoke this permission. In order to assess and process your request, your personal data will naturally be processed.

In addition to addressing questions, requests and complaints to the UG, you have the right to file a complaint with the supervisory authority. In the Netherlands, this is the Dutch Data Protection Authority (DPA).

The UG complies with the [job application code of the Netherlands Association for Personnel Management and Organization Development](#), a code of conduct for recruitment and selection.

## **8. Changes to this privacy statement**

The UG is authorized to change this privacy statement. Valid reasons for doing so include: changes to legislation and regulations, changes to the UG's general privacy policy and progress in technology. You will naturally be informed of any changes in plenty of time.